



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 07-04-069	OPENING DATE: 07-26-04	CLOSING DATE: 08-20-04	OPEN TO ALL CANDIDATES
POSITION: Supervisor, Control Section JS-945-09	TYPE OF APPOINTMENT: Career Service		SALARY: \$41,815 - \$54,360 DC Courts non-judicial employees receive federal retirement and benefits
DIVISION: Family Court	LOCATION: 500 Indiana Avenue, NW		Tour of Duty: Full-time

BRIEF DESCRIPTION OF DUTIES: Incumbent supervises workflow in the Control Section of the Juvenile and Neglect Branch of the Family Court Division. Section is responsible for updating the Court's automated system on actions and proceedings in cases involving allegations of delinquency, neglect, persons in need of supervision, applications filed under interstate compact related to juveniles, and the secure maintenance and storage of records resulting from these activities. Also, Section is responsible for providing quality assurance for case files and documents received from courtroom and judiciary. Incumbent provides technical assistance to the Branch Chief and Branch Supervisor in the development and improvement of processes and branch programs. Makes recommendations to improve procedures and practices of the section. Responsible for accomplishment of special projects assigned by the Branch Chief and Branch Supervisor. Reviews pleadings, transmittal documents and orders and supervises the processing flow of case activity, court calendars, and automated docket. Incumbent must revise section operations and or implement new case docketing procedures as needed. Assigns, directs and reviews work of section clerks, evaluating staff skills, and making recommendations for performance monitoring or training to Branch Supervisor. Compiles statistical and narrative reports.

MINIMUM QUALIFICATIONS: Five (5) years of administrative experience, including at least two (2) years of supervisory or management experience. Equivalent levels of education or relevant training may be substituted. For education to be credited, documentation, e.g., copy of transcript or diploma, must be included with application. If available, please submit a copy of your most recent performance evaluation with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Ability to supervise employees and coordinate efficient workflow of section.
2. Ability to review and monitor preparation of forms, calendars and jackets in compliance with established rules, regulations, court policies and branch/section guidelines.
3. Ability to communicate orally and in writing with persons from diverse backgrounds and levels of authority, i.e., judicial officers, attorneys, litigants, staff and the public.
4. Ability to gather statistics and prepare reports, using computer technology.

SELECTION PROCESS: After a review of applications and ranking factors, interviews or further screening may be required of highest qualified candidates. Selecting official will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit Court Application and Ranking Factors to:

DC Courts, Human Resources Division, 515 5th St., NW, Room 213, Washington DC 20001

For further information call (202) 879-0496, FAX (202) 879-4212, or visit us on the web at www.dccourts.gov

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.